



FUNDING WATCH

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The Search for Public Health Funding: De-Mystifying the Process (*Revised*)

(*Part 1 of a Series*)

Have you ever wondered how the Texas Department of Health (TDH) Funding Information Center identifies funding opportunities?

Researching funding opportunities is not a difficult process, but it does require an investment of time and money. The TDH Funding Information Center has a staff of two full-time employees devoted to gathering and disseminating public health and HIV-related funding opportunities and has a budget of approximately \$24,000 each year to pay for online databases, subscriptions and publications to assist in the information-gathering process.

Fortunately for Texas HIV community-based organizations, the state legislature authorized funding for our services in 1989 under the Human Immunodeficiency Virus Services Act (S.B. 959). As a result of this legislation, local groups may focus more of their resources on applying for funding and providing direct services to prevent the spread of HIV/AIDS and to assist those affected by the epidemic. In 1996, our coverage expanded to include areas of public health that we found to be related to or to have a direct impact on HIV/AIDS such as homelessness, alcoholism/substance abuse, rural health, adolescent health, health education, and social services.

Over the next few months the Funding Information Center will explore the “phenomenon” of funding research in a multi-part newsletter series intended to de-mystify the funding research process and guide you on your quest for funding. We will share with you our experiences and insights. This month’s issue focuses on federal funding research.

Several reference publications will be mentioned during the course of this series, all of which can be found at the TDH Funding Information Center. We encourage you to stop by the Funding Information Center when you are in Austin so that you may personally review these resources. The Funding Information Center is located within the agency’s Library, Tower Building, Room T-404 (4th floor), 1100 W. 49th Street, Austin. Our hours are Monday-Friday, 8:00-6:00.

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Part 1: Federal Funding Research

There are three primary ways to find information on available federal funding. The first way is through print and electronic resources produced by the federal government. The second is the actual agency or program that is accepting proposals or applications for available funding. The third way is from resources that derive information from the first two sources.

“Primary” sources are those resources that represent the first public release of a funding opportunity by an agency. The first two resources listed above are considered primary sources. “Secondary” sources are resources that derive their information from the primary sources. The *Funding Watch* is an example of a secondary source. We will outline these “primary” resources as well as other “secondary” resources.

Catalog of Federal Domestic Assistance (CFDA)

The *Catalog of Federal Domestic Assistance (CFDA)* has been called the grant seeker’s “best friend” because it is a compendium of federal programs, projects, services, and activities which provide assistance or benefits to the American public. It is sold on a subscription basis by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, (toll free) 866-512-1800 and can be purchased from the U.S. Government Online Bookstore at: <http://bookstore.gpo.gov/sb/sb-258.html>, at a bargain rate of \$60.00 per year. The massive, two-volume, loose-leaf text is printed around June of each year and updated in December. The most current edition is 2002 and will always be about a year out-of-date. It is also searchable on the Internet at: <http://www.cfda.gov/>. This searchable electronic version includes some updated 2002 information.

Many libraries, government offices, and legislative offices subscribe to the *CFDA* and you should become acquainted with its contents if you are considering applying for one of the federal assistance programs. The TDH Funding Information Center uses its copy often. The *CFDA* is divided into three basic sections: the indices, the appendices, and the program descriptions.

The indices help readers locate programs of interest by federal agency, functional classification, subject, applicant eligibility, and application submission deadlines. The appendices provide supplemental information, such as: assistance programs requiring state application coordination (Executive Order 12372 Review) and citations of legal authorization. There is also an appendix on developing and writing grant proposals that should be on every grant writer’s required reading list.

The program descriptions list federal programs by the CFDA number and include the following sections:

- program title and popular name;
- federal agency that manages the program;
- authorizing legislation;
- brief statement of objectives;
- types of assistance available;
- uses and use restrictions;
- eligibility requirements;
- application and award process;
- assistance considerations such as formula and matching requirements and length and time phasing of assistance;
- post assistance requirements such as reports and audits;
- financial information such as range and average amount of award;
- a brief description of the program’s accomplishments;
- regulations, guidelines, and literature available;
- information contacts at the federal and/or regional offices;
- related federal programs;
- examples of funded projects; and
- criteria for selecting proposals.

Several other publications offer the *CFDA* information in a more “readable” format, such as the *Government Assistance Almanac*, 16th edition, 2002, \$225.00, by J. Robert Dumouchel (Mail Orders: Omnigraphics, Inc., Order Department, PO Box 625, Holmes, PA 19043 or call Toll-Free: 1-800-234-1340) and the *Guide to Federal Funding for Governments and Nonprofits*, \$339 (Thompson Publishing Group, Toll-free: 1-800-677-3789). A one-year subscription to the *Guide to Federal Funding for Governments and Nonprofits* includes the two-volume looseleaf manual with twice-monthly *Federal Grant Deadline Calendars*, quarterly updates and newsletters, and access to the subscriber-only website.

Federal Register

With the exception of some research funding from the National Institutes of Health, all open competitions for federal grants are announced in the *Federal Register*. That is why it is the source so often cited at the end of the Funding Information Center’s *Funding Alerts*. The appearance of a grant announcement in the *Federal Register* signals the availability of the “request for proposals” or application kit from a federal agency. Its appearance also begins the official countdown to the application deadline.

In addition to funding announcements, the *Federal Register* also contains important regulations and legal notices, including notices of meetings. Usually, rules and regulations first appear in proposed form to allow interested persons an opportunity to participate in the rule making by submitting comments, followed by adoption of final rules. Some rules and regulations may affect grant programs by setting funding priorities.

The *Federal Register* is published daily and is distributed by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, (toll free) 866-512-1800, Internet: <http://bookstore.gpo.gov/>. A subscription in paper form is \$764 per year and \$264 per year in microfiche.

Many public and university libraries and government offices subscribe to the *Federal Register*. The TDH Funding Information Center strongly recommends that you find out where you can access the *Federal Register* in your local area. You should read through the official announcement before pursuing any funding opportunity. Sometimes the application materials are published in their entirety in the *Federal Register*.

The Texas Department of Health Library receives the *Federal Register* in both paper and microfiche within a week or two after the publication date.

To obtain information more quickly, the TDH Funding Information Center searches the *Federal Register* on the Internet at: http://www.access.gpo.gov/su_docs/aces/aces140.html. On this website, you are able to search the *Federal Register* and view the actual text of funding announcements. You can also browse the table of contents of each *Federal Register* issue to find funding opportunities. Online services provide fast, easy access to the publication through a variety of search strategies, including key word or phrase.

Another online service offering information from the *Federal Register* is TGCI- The Grantsmanship Center. Every day they search the *Federal Register* for you and list all of the available funding opportunities on their website: <http://www.tgci.com/fr/abtarchf.htm>.

NIH Guide

The *NIH Guide* is the primary source of information for research funding from the National Institutes of Health. The weekly guide announces scientific initiatives and provides policy and administrative information. Best of all, it is free.

The *NIH Guide* is no longer available in print format. If you have access to the Internet, you can access it electronically. It is published on Fridays. The *NIH Guide* may be accessed electronically on the Internet at: <http://grants1.nih.gov/grants/guide/index.html>.

You can also subscribe to a Listserv that will send you a weekly e-mail message that outlines the table of contents of that week's *NIH Guide*. To subscribe to the Guide TOC Notification LISTSERV service, please send an e-mail to: listserv@list.nih.gov and in the first line of the e-mail message itself- not the "Subject" line- provide the following information:

subscribe NIHTOC-L your name

where your name is the name you wish to use. Your e-mail address will be automatically obtained from the e-mail message you send to the LISTSERV.

Commerce Business Daily/Federal Business Opportunities

The *Commerce Business Daily (CBD)* was at one time the government's daily newspaper for contract information. It included a daily list of the federal government's procurement invitations, contract awards, subcontracting leads, sales of surplus property, and foreign business opportunities. In accordance with the recent changes in the Federal Acquisition Regulation (FAR) designating *Federal Business Opportunities* as the single point of universal electronic public access on the Internet for government-wide federal procurement opportunities that exceed \$25,000, CBD has ceased to accept notices. The CBD archive database will continue to be available on CBDNet (<http://cbdnet.access.gpo.gov/>) as part of the Federal Depository Library Program Electronic Collection.

With contracts, the government specifies its needs in the form of a competitive solicitation and interested parties respond with proposals or bids. A contract is executed and the government ends up with a specified product or service at the end of the contract period. The contract process follows a strict, complex, and ever-changing set of rules called the Federal Acquisition Regulations (FAR).

Federal Business Opportunities, also called *FedBizOpps*, is the single government point-of-entry (GPE) for federal government procurement opportunities over \$25,000.

Government buyers are able to publicize their business opportunities by posting information directly to *FedBizOpps* via the Internet at: <http://www.FedBizOpps.gov>. Through one portal - *FedBizOpps* - commercial vendors seeking federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire federal contracting community.

On the *FedBizOpps* website, you will find a link to the Federal Commons, <http://www.cfda.gov/federalcommons/index.html>, which is an Internet grants management portal serving the grantee organization community. You will find links to grant information related to various grant topics.

Mailing Lists, Federal Agency Contacts, and Monitoring Legislation

One excellent way of receiving information on funding opportunities is to apply for grants. Once on a federal agency's or clearinghouse's mailing list, you may automatically receive application materials for new grant competitions. The TDH Funding Information Center has placed itself on several mailing lists.

One also cannot ignore the human factor in obtaining information about grant opportunities. By staying in touch with federal agency staff, both headquarters and regional, you may learn of soon-to-be-announced competitions or initiatives. The TDH Funding Information Center reciprocally shares information with such agencies as the Public Health Service Region VI Office in Dallas, the Centers for Disease Control and Prevention (CDC), the Health Resources and Services Administration (HRSA), the Office of Substance Abuse Prevention, and more.

Monitoring legislation, especially appropriations bills, will also provide advance insight into next year's discretionary grant programs. The TDH Funding Information Center/Library subscribes to several newsletters that provide coverage of legislation affecting funding. Those newsletters are listed on the next page in the Secondary Resources section.

Secondary Sources

There are several newsletters that may be considered “secondary” sources of information because they derive their information from “primary” sources, such as the *Federal Register*, *NIH Guide*, and *Federal Business Opportunities*. Our own *Funding Watch* is a secondary source of information. Others include the *Federal Assistance Monitor*, *Community Health Funding Report*, *Health Grants and Contracts Weekly*, and *Local/State Funding Report*. The Texas Office of the Governor State Grants Team also publishes “Grant Alerts” using information from the “primary” sources.

Each of the newsletters attempts to provide useful supplemental information, such as information on upcoming funding opportunities, grant writing tips, information on new government publications, legislation affecting funding, etc. The TDH Funding Information Center subscribes to the following newsletters and carefully reviews each issue for pertinent information:

Federal Assistance Monitor. \$244.00/yr. CD Publications, 8204 Fenton Street, Silver Spring, MD 20910, (800) 666-6380, FAX (301) 588-6385.

Community Health Funding Report. \$249.00/yr. CD Publications, 8204 Fenton Street, Silver Spring, MD 20910, (800) 666-6380, FAX (301) 588-6385.

Health Grants and Contracts Weekly. \$435.00/yr. Capitol Publications, 1101 King Street, #444, Alexandria, VA 22314, (800) 638-8437.

Local/State Funding Report. \$298.00/yr. Government Information Services, PO Box 22782, Tampa, FL 33622-2782, (202) 872-4000, FAX (202) 739-9657.

Supplementary Resources

In addition to the primary and secondary resources, potential federal grantees will find it beneficial to consult a copy of *Healthy People 2010: Understanding and Improving Health*. Released in 2000, *Healthy People 2010* is a 1226-page statement of national opportunities compiled as a result of a national effort involving state health departments and national and federal health organizations and agencies. The report contains a national strategy for significantly improving the health of the United States by the year 2010.

The report has 28 focus areas corresponding to health promotion, protection, prevention and surveillance. The Public Health Service (PHS) of the U.S. Department of Health and Human Services has been entrusted with the implementation of the goals and strategies listed in *Healthy People 2010*. Therefore, all PHS grants must meet the objectives set forth in the report.

Potential applicants may order a copy of *Healthy People 2010*, Stock# 017-001-00547-9 for \$73.50 or the CDROM version, Stock# 017-001-00549-5 for \$20.00 from the Government Printing Office, U.S. Government Online Bookstore at: <http://bookstore.gpo.gov> or call the Telephone Order Section at: (toll free) 1-866-512-1800, or FAX (202) 512-2250.

In addition to the full report and summary of *Healthy People 2010*, other publications are available including *Tracking Healthy People 2010* and *Healthy People Toolkit 2010: A Field Guide to Health Planning*. All of these documents and more may be obtained from the Government Printing Office at the Internet address and phone number listed above or on the Healthy People 2010 website: <http://www.health.gov/healthypeople/Publications/>.

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NEXT MONTH: Part 2-State Funding Research

Federal Funding and Program Information World Wide Web Sites

The following Internet resources will give you access to more information on federal funding and federal funding resources. We have tried to include those agencies and sources commonly listed in the *Funding Watch*.

<http://www.cfda.gov>

Catalog of Federal Domestic Assistance (CFDA)
(publication)

<http://www.cdc.gov>

Center for Disease Control and Prevention (CDC)
Provides access to CDC publications, disease information, health statistics, funding and current health news.

<http://cbdnet.access.gpo.gov>

Commerce Business Daily- CBD (publication)
Provides searchable archive of CBD

<http://www.ed.gov>

Department of Education
Provides access to newsletters, press releases, funding opportunities, and program and organization descriptions and directories.

<http://www.os.dhhs.gov>

Department of Health and Human Services (DHHS)
Provides access to GrantsNet, the online grant information service from DHHS. GrantsNet provides access to grant programs, funding availability, and other grant related resources.

<http://www.hud.gov>

Department of Housing and Urban Development (HUD)
Provides access to newsletters, press releases, funding opportunities, program and organization descriptions and volunteer opportunities.

http://www.access.gpo.gov/su_docs/aces/aces140.html

Federal Register (publication)

<http://www.FedBizOpps.gov>

FedBizOpps (FBO)

Provides commercial vendors seeking Federal markets for their products and services an online service where they can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

<http://www.cfda.gov/federalcommons/index.html>
Federal Commons

Provides an Internet grants management portal serving the grantee organization community. You will find links to grant information related to various grant topics.

<http://www.fedworld.gov>

FedWorld

Provides access to U.S. Government information, including a one-stop location for the public to locate and order publications and information.

<http://www.hcfa.gov>

Centers for Medicare and Medicaid Services

Provides information on Medicare and Medicaid, regulations, statistics and grant information.

<http://www.ihs.gov>

Indian health Services

Provides access to job listings, links to other American Indian sites, medical protocols and guidelines, the IHS newsletter, and the 12 IHS areas.

<http://www.health.org>

National Clearinghouse for Alcohol and Drug Information

Provides access to NCADI's online services, encyclopedia of substance abuse terms, prevention resources guide, funding opportunities and links to other drug abuse sites.

Federal Funding and Program Information World Wide Web Sites (continued)

<http://www.niddk.nih.gov>

National Institute of Diabetes and Digestive and Kidney Disease

Provides patient information on diabetes and other digestive, endocrine, kidney or urologic disorders. Information is provided by the National Institute of Diabetes and Digestive and Kidney Disease (NIDDK) of the National Institutes of Health.

<http://www.nih.gov>

National Institutes of Health

Provides access to the National Institutes of Health including each of the 28 institutes and information on the grant proposal process, including the *NIH Guide* to grants and contracts, Requests for Proposals (RFP's) and research grants and contracts.

<http://www.niaid.nih.gov>

National Institute on Allergy and Infectious Diseases (NIAID)

Provides access to health information available from NIAID. It is searchable by keyword. Includes abundant information on AIDS/HIV.

<http://www.nida.nih.gov/ResFundslist.html>

National Institute on Drug Abuse Funding

Provides access to NIDA activities and a list of grants available from NIDA and their deadlines.

<http://www.nlm.nih.gov>

National Library of Medicine

Provides access to the services and documents of the National Library of Medicine.

<http://grants1.nih.gov/grants/guide/index.html>

NIH Guide (publication)

<http://www.ssa.gov>

Social Security Online

Provides access to the services of the Social Security Administration including access to documents, benefit information, rulings, and legislation. Information is also available in Spanish.

<http://www.samhsa.gov>

Substance Abuse and Mental Health Services Administration (SAMHSA)

Provides access to information on SAMHSA's grant opportunities, contract opportunities, mental health services, addiction treatment and prevention.

http://www.access.gpo.gov/su_docs/index.html

Superintendent of Documents, U.S. Government Printing Office

Provides access to government documents available for sale by the U.S. Government Printing Office.

<http://thomas.loc.gov>

Thomas: Legislative Information on the Internet

Provides access to full text of legislation, Congressional Record, and the U.S. Constitution.

<http://www.house.gov>

U.S. House of Representatives

Provides access to legislation and legislative issues relating to the House of Representatives.

<http://www.senate.gov>

U.S. Senate

Provides access to legislation and legislative issues relating to the Senate.

<http://www.window.state.tx.us>

Window on State Government, Texas Comptroller of Public Accounts

Provides access to a listing of grants available from the State of Texas and federal government under "Local Government Assistance."

<http://lcweb.loc.gov>

Library of Congress

Provides access to exhibits, services, and collections of the Library of Congress and federal and state government information.